

March 19, 2013

**East Providence Housing Authority**  
**REGULAR MEETING**  
**February 5, 2013**

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at CityView Manor. The meeting was called to order at **4:30PM** by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Theresa Correia and recited by those in attendance.

**ROLL CALL:**

Present: Chairman, Richard Smith, Vice Chairperson, Lynn Vargas, Commissioners, Luci Stoddard, Patricia Diffley, and Executive Director Theresa Correia.

Excused: Commissioner's Dorothy Tillou, Antero Braga, John Faria

**RESIDENT & PUBLIC CONCERNS:**

None

**APPROVAL OF MINUTES:**

Regular Meeting 12/18/12: Motion by Vice Chair Vargas to accept the minutes as presented, seconded by Commissioner Diffley. All Commissioners voted aye.

**DIRECTOR'S REPORT:**

Director Correia reported on the following:

- Director Correia reported to the board that maintenance worker; Jim Dufault was home, recuperating after his successful surgery. Many have asked for him and have sent their well wishes for his speedy recovery and return. We look forward to his retrun.
- Correia shared the most recent REAC scoring with the board. Attributed the increase to tenant reporting of repairs and timely repairs by the maintenance staff.

	<u>2012</u>	<u>2011</u>	<u>Increase</u>
City View Manor:	94	71	+23 points
Goldsmith Manor	86	70	+16 points
Harbor View/ Warren Ave	86	78	+8 points

- Scoring for Capital Fund this year =10 Points (out of 10). Correia explained how this score figures in to the overall PHAS score, which is due out soon.
- Director Correia praised the Section 8 Department for their outstanding performance in F/Y 2012. The SEMAP score received was 96%, designating the department as a High Performer. Given the amount of work that the department undertook with the addition of 213 Tenant Protection vouchers, their complicated regulations, and staff shortages at times, achieving High Performer status was quite an accomplishment.
- Interim obligation letters were sent to PHA's for 2013 Operating Subsidy. Director Correia reported that PHA's were receiving pro-rated funding (92%) for the months of January and February only. No commitment had yet been made for March and going forward.
- Smoke Free meeting held with the staff. Correia stated that Davida Andelman, from Boston Healthy Homes, shared statewide information and how other PHA's have put their policies in place. Correia informed the staff of the expected date to go Smoke Free and how it will be implemented. Once results are tallied by Ms. Andelman, a presentation will be made to the tenants. Meetings will be held at both buildings. Correia stressed the importance of this policy, as a small fire took place in a tenant's apartment recently. The fire was a direct result of falling asleep while smoking. Vice Chair Vargas asked if the policy was in the

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works and if it were being drafted by our Attorney. Correia stated that they would be drafted in house and that there were several solid policy samples available as resources.

- Director Correia informed the board of another incident of vandalism at Harbor View Manor. Without exterior cameras, we are at a loss as to how it happened.
- Website is just about complete. Expect to launch by next meeting.

Commissioner Diffley made a motion to accept the director's report as presented. A second was made by Vice Chair Vargas. The motion carried.

#### **PUBLIC HOUSING VACANCY REPORT**

Lori Pontus presented her report, showing 3 vacancies. 1 unit was in the process of being leased, the other two were almost ready and had applicants waiting in queue. Vice Chair Vargas expressed how pleased she was once again, to see so few units pending and how quickly they are being turned around.

Vice Chair Vargas moved and Commissioner Stoddard seconded a motion to approve the report. The motion carried.

#### **SECTION 8 OCCUPANCY REPORT**

Rose Ott shared her report with the board. Noted that our voucher numbers had stayed the same and expected an increase in the coming months, with an additional 50 vouchers that will be given out. Ott also elaborated on the SEMAP scoring and praised the work her department had done.

Vice Chair Vargas moved and Commissioner Diffley seconded to accept the report as presented. The motion carried.

#### **FAMILY SELF SUFFICIENCY REPORT**

Jennifer Brightman presented her report. Commissioner Stoddard inquired as to how the escrow portion of the program works.

A motion was made by Commissioner Stoddard, seconded by Vice Chair Vargas to accept the report as presented. The motion carried.

#### **PAID BILL REPORT**

**December 2012-\$125,489.07** A motion was made by Vice Chair Vargas, seconded by Commissioner Stoddard to accept the report as presented. The motion carried.

**January 2013 - \$140,566.93** A motion was made by Vice Chair Vargas, seconded by Commissioner Stoddard to accept the report as presented. The motion carried.

#### **REQUISITIONS:**

None

#### **APPROVALS**

None

#### **ADJOURNMENT**

At 5: 07PM upon a motion by Vice Chair Vargas with a second by Commissioner Diffley, the meeting was adjourned. All Commissioners present voted in favor.

Respectfully submitted,

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Theresa M. Correia

Executive Director

Transcribed by tmcorreia